

North Carolina Cost Share Programs Review Summary
(May, 2019)

County	<u>McDowell</u>	Date of Previous Review/Report	<u>2013</u>
District Staff Name(s)	<u>Andrea Webb, Daniel Rowe</u>	Date	<u>5/31/2019</u>
NRCS Staff Name(s)	<u>Stephen Banner</u>		
Division Representative(s)	<u>Ken Parks, Rick McSwain</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
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Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The board meetings are scheduled every second Tuesday of the month at 11:00.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?	X				The board meetings are posted on the outside of the office door and on the county's website.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	The technician talks with the applicant in the office to gather information to see what help is needed and then does a site visit.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?				X	The have addressed drainage and erosion issues.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	No.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification form provided by the division.			X		No. The district has had only one incentive contract for the cover crop BMP. We could not find any self-certification incentive form in the file.	X		We have addressed the deficiency and intend to place the self-certification form in future files for incentive contracts.	Immediately	Plan of action accepted. No further action needed.


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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district uses an Excel spreadsheet to track contracts and amounts.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The cost share applications are batched with EQIP funds. The technician then starts entering contract information in CS2.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				The technician goes over the contract in detail with the applicant in the office and explains they cannot do any work until the contract is approved by the division.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Once the contract is approved by the division, the applicant is notified to start work by a phone call then a pre-construction meeting is held.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The district supervisor does not vote, and the supervisor abstains from voting.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?			X		It is not documented that the board supervisor abstains from voting. See the policy here: http://www.ncagr.gov/SWC/costsharep	X		Board members have not been voting on their contracts, but we will make minute notes of this going forward.	Immediately	Plan of action accepted. No further action needed.


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					rograms/documents/district_supervisors_requirements.pdf					
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	The contract is usually given to the supervisors to review before approving the contract. They do not project.		X			
What information do you provide the applicant?				X	The technician does provide a copy of the contract information.in a folder to take with them.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The technician assists the engineer on installing the BMP and visit the projects daily if possible. Make sure everybody is clear on the plans. Check details of the components.		X			
How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?		X			The technician has not been tracking this, but a recommendation is given to add a 1/3 rd column date to the spreadsheet. See the policy here: http://www.ncagr.gov/SWC/costshareprograms/documents/interim_performance_milestones_csp_contracts.pdf	X		We have added a column to our contract tracking sheet, so we can track this interim milestone and we will also be more conscientious about entering this information into CS2.	Immediately	Plan of action accepted. No further action needed.
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	They have not had a 6-month extension.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	It is documented in the 6 notes and they use as-built maps for watering tanks. They also line through with red ink the correct amount of fencing, etc.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, it is documented on the as-built maps and 6 notes.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	Stephen from NRCS goes on the spotchecks.		X			


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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	They will send a letter to the cooperator.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	Yes, at a board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, the letter was in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	None needed to repay.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The TA and operating funds are handled by the finance dept. Yes, they are audited annually. The last audit was completed June 30, 2018 by the Johnson, Price & Sprinkle CPA firm.		X			


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Who in the office does work for Cost Share Programs?				X	Daniel Rowe		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes.		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 59-2016-003 Applicant Name: Neil Brackett (Supervisor) BMP: Stocktrail 				X	The BMP was functioning properly and looked good. The contract file was missing the conservation plan the benchmark measures.		X			

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Contract Number: 59-2014-004 Applicant Name: Neil Brackett (Supervisor) BMP: Watering Tank 				X	The BMP, even though not currently being used, does function properly and looked good. The contract file was missing the field notes, benchmark measures and division approval.		X			

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<p>Contract Number: 59-2016-001 Applicant Name: Alvin Newton BMP: Poultry Litter Spreader</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>The contract file was missing the maps, ranking form, field notes, benchmark measures, conservation plan and the division approval.</p>		X			

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<div>Contract Number: 59-2011-900</div> <div>Applicant Name: Steve Melton</div> <div>BMP: Stocktrail</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>The contract file was missing the ranking form, field notes and the benchmark measures.</div>		X			

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<p>Contract Number: 59-2015-801 Applicant Name: Harvest Farms, LLC BMP: AgWRAP Water Supply Well</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the documentation in the file looked good.</p>		X			
<p>General Contract Comments: Several of the contracts pulled were missing various forms and other documentation. A general recommendation is given to always include the required forms and documentation in the cost share contracts.</p>										